

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2911

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Personnel

**DESERTION AND UNAUTHORIZED
ABSENCE**

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This instruction implements Department of Defense Instruction (DoDI) 1325.02, *Desertion and Unauthorized Absence*, 16 November 2012, and Air Force Policy Directive (AFPD) 36-29, *Military Personnel Standards*, 29 October 2009. It establishes standard procedures for dealing with desertion and unauthorized absence. It outlines Air Force procedures to reduce absents and return the absentees to military control. This instruction applies to Regular Air Force (RegAF) and all military personnel on or ordered to report to active duty (AD). It also applies to members of the Air National Guard of the United States (ANGUS) and Air Force Reserve (AFR) serving on or ordered to report to active duty or active duty for training, voluntarily or involuntarily. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Desertion and Unauthorized Absence. This Air Force publication may be supplemented at any level: MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

Refer to attachment 1 for glossary of references. Requests for waivers must be submitted through the chain of command to the OPR for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).”

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (USC) Sections 885, 886, and 887 (Uniform Code Military Justice (UCMJ) Articles 85, 86, and 87). The applicable Systems of Records Notice (SORN) F036 AFPC G, *Absentee and Deserter Information Files* is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx> Requests for records or documents contained in this System of Records should be processed under the guidelines outlined IAW AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, and DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*: route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been completely revised and must be reviewed in its entirety. Most importantly, this AFI now applies to RegAF, AFR, and ANG. Where it does not apply to all components, the chapter, paragraph and/or attachment will reflect to which component it applies. In cases where it applies to both the ANG and AFR, the term Air Reserve Component (ARC) will be used. Major revisions follow: Adds Purpose, Objective, and Responsibilities in Chapter 1. Updates list of offenses warranting determination of desertion under aggravated circumstances (attachment 2). Updates office symbols and phone numbers throughout the instruction. Moves table 1.1. to chapter 2 and rennumbers as table 2.1. Renames and updates samples of Commander’s 72-Hour Status Report (figure 2.1), 31-Day Status Report (figure 2.6) and 60-Day Status Report (figure 2.7). Adds requirement for After-the-Fact Reporting Memorandum and samples of After-the-Fact Memorandum (figure 2.8) and Next-of-Kin Letters (figures 2.2 thru 2.5). Identifies tiered waiver authorities (TWA) for unit level compliance items.

Chapter 1— UNAUTHORIZED ABSENCES	6
1.1. Purpose.....	6
1.2. Objective:.....	6
1.3. Responsibilities.....	6
1.4. When Unauthorized Absence (UA) Begins and Ends.	8
Chapter 2— REPORTING UNAUTHORIZED ABSENCES	10
2.1. Reporting Responsibilities.....	10
2.2. Duty Status Reporting.....	10
2.3. Unit Commander Actions:	10
2.4. After-The-Fact Reporting.	14
2.5. Commander’s Support Staff or MPS (Force Management Section).....	14
2.6. Servicing Security Forces:	15
2.7. Servicing Military Personnel Section (MPS):.....	15
2.8. AFPC/DPFCM (Air Force Missing Persons Branch):	15
2.9. Air Force Total Force Service Center (AFPC/DPTOS):	16
2.10. Air Force Office of Special Investigations (AFOSI ICON):	16
2.11. Financial Services Office (FSO):.....	16
Table 2.1. Action Required When a Member is Absent Without Authority.....	17
Figure 2.2. AWOL Sample Next-of-Kin Letter (w/dependents).....	19
Figure 2.3. AWOL Sample Next of Kin letter (w/o dependents).....	20
Figure 2.4. Deserter Sample Next of Kin letter (w/dependents).	21
Figure 2.5. Deserter Sample Next of Kin letter (w/o dependents).	22
Figure 2.6. Sample 31-Day Status Report FOR OFFICIAL USE ONLY.....	23
Figure 2.7. Sample 60-Day Status Report FOR OFFICIAL USE ONLY.....	24
Figure 2.8. Sample After-the-Fact Absentee Reporting Memorandum FOR OFFICIAL USE ONLY	25
Chapter 3— GENERAL APPREHENSION INFORMATION AND COOPERATION WITH CIVIL AUTHORITIES	26
3.1. Apprehension Procedures.	26

3.2.	Who Has Authority To Apprehend:.....	26
3.3.	Notice of Air Force Deserters to Civil Authorities:.....	26
3.4.	Investigations, Apprehension, and Cooperation with Civilian Law Enforcement Authorities:	27
3.5.	Rewards and Reimbursements:.....	28
Chapter 4—	ACTIONS TAKEN WHEN AN ABSENTEE RETURNS TO MILITARY CONTROL	29
4.1.	Notice of Return to Military Control.	29
4.2.	Where Absentees Return to Military Control:	29
4.3.	Defining an Absentee's Return to Military Control.....	29
4.4.	Disposition of Absentee Returned to Military Control:	30
4.5.	Escorts.....	30
4.6.	Actions Taken After An Absentee is Returned to a Servicing Air Force Installation.	31
4.7.	Commander's Determination.....	32
4.8.	Erroneous Reports of Unauthorized Absence.....	32
Table 4.1.	Disposition of Members Returned to Military Control at Other Than the Unit of Assignment (note 1).....	33
Chapter 5—	SPECIAL REQUIREMENTS FOR AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS) AND USAF RESERVE (AFR) MEMBERS	34
5.1.	General.....	34
5.2.	Determining Unauthorized Absences.	34
5.3.	Reporting Unauthorized Absences.	34
5.4.	Return to Military Control Responsibilities.....	34
Chapter 6—	SPECIAL INSTRUCTIONS FOR THE UNITED STATES ARMY, UNITED STATES NAVY, OR UNITED STATES MARINE CORPS MEMBERS WHO ARE RETURNED TO OR SURRENDER TO AN AIR FORCE INSTALLATION	36
6.1.	Instructions for a Service Member's Return or Surrender:.....	36
6.2.	United States Army:.....	36
6.3.	United States Navy:	36

6.4.	United States Marine Corps:	36
6.5.	United States Air Force Deserter Information Point:.....	36
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		37
Attachment 2— OFFENSES WARRANTING A DETERMINATION OF DESERTION UNDER AGGRAVATED CIRCUMSTANCES		43
Attachment 3— CONTACT LISTING		44

Chapter 1

UNAUTHORIZED ABSENCES

1.1. Purpose. The Air Force Strength Accounting Duty Status Program (SADSP) exists to enhance total force accountability and improve crisis responsiveness. Unauthorized absences (UA) are pay-effecting actions and also directly impact a unit's personnel accountability/readiness; therefore, it is imperative that commanders and supervisors act promptly when a member is not present for duty. This instruction establishes policy, assigns responsibilities, and prescribes procedures designed to reduce unauthorized absences of military personnel.

1.2. Objective: The objective of the SADSP is to capture and report all changes in a member's duty status to ensure these changes, regardless of length are reported immediately. Specifically, this instruction defines procedures for the accurate and timely reporting of Air Force absentees and to support apprehension efforts of military and civilian law enforcement authorities.

1.3. Responsibilities.

1.3.1. Air Staff (HQ Air Force /A1PP):

1.3.1.1. Serves as the functional OPR for policy aspects of the Absence Without Leave (AWOL)/Deserter program. (T-1)

1.3.1.2. Directs USAF policy for AWOL/Deserter duty status reporting. (T-1)

1.3.2. Airman and Family Care, Missing Persons Branch (AFPC/DPFCM):

1.3.2.1. Serves as the Air Force Deserter Information Point and program manager providing policy oversight and administration of the AWOL/Deserter program for RegAF, AFR and ANGUS who are serving on active duty orders. (T-1)

1.3.2.2. Develops procedures to implement USAF policy for AWOL/Deserter duty status reporting. (T-1)

1.3.2.3. Maintains statistics on AWOL, Deserter and Returned to Military Control (RMC). (T-1)

1.3.2.4. Provides management information to higher headquarters identifying the number of absentees and deserters returned to military control as outlined in DODI 1325.02. (T-0) Information includes, as a minimum, the following:

1.3.2.4.1. Surrendered to military or civilian authorities.

1.3.2.4.2. Apprehended by military or civilian authorities.

1.3.2.5. Follows DoD requirement to send Absentee and Deserter Statistics, RCS: DD-P&R(SA) 1454 to the Office of Special Investigation. Submits to AFOSI ICON/ICW monthly, a current roster of AF deserters. (T-1)

1.3.2.6. Provides guidance to all military personnel units on management of the AWOL/Deserter SADSP. (T-1)

1.3.3. Air Force Reserve (AFRC/A1K):

1.3.3.1. Serves as the functional OPR for administering the operational aspects of the AWOL/Deserter program for Reserve members. (T-1)

1.3.3.2. Ensures AWOL/Deserter program is implemented within Reserve units. (T-1)

1.3.3.3. Develops, coordinates, and approves personnel policies and procedures for duty status management. (T-1)

1.3.4. Air National Guard (NGB/A1P):

1.3.4.1. Serves as the functional OPR for administering the operational aspects of the AWOL/Deserter program for ANG members. (T-1)

1.3.4.2. Ensures AWOL/Deserter program is implemented within ANG units. (T-1)

1.3.4.3. Develops, coordinates, and approves personnel policies and procedures for duty status management. (T-1)

1.3.5. Air Force Security Forces Center (AFSFC/SFC): Assists base-level Security Forces units with issues related to escort of pretrial detainees and post-trial inmates for confinement transfers. Procedures for secure transportation (if necessary) are outlined in AFI 31-105, Air Force Corrections System and AFMAN 31-127, Security Forces Armed/Unarmed Transfer Team Procedures. (T-1)

1.3.6. HQ Air Force Office of Special Investigation (HQ AFOSI/ICON): Responsible for updating AF Deserter information in the Federal Bureau of Investigations (FBI) National Crime Information Center (NCIC).

1.3.7. Commanders at all levels:

1.3.7.1. Establish management practices and programs to deter absenteeism and desertion. (T-0)

1.3.7.2. Publicize the AWOL/deserter apprehension program to deter potential absentees. (T-0)

1.3.7.3. Develop programs to make sure that the maximum number of absentees or deserters, who return to the military and have the potential for continued service, continue to serve. (T-0)

1.3.7.4. Ensure compliance with this instruction. (T-0)

1.3.7.5. Ensure timely reporting of unauthorized absences of assigned personnel utilizing the Human Resources (HR) type Personnel Program Application (PPA)-Duty Status Change (AWOL/Deserter) request in Case Management System (CMS). (T-1)

1.3.8. Military Personnel Section (MPS) Commander:

1.3.8.1. Ensures the MPS Strength Accounting Duty Status Program Manager is appointed and trained IAW AFI 36-2134, Air Force Strength Accounting Duty Status Program. (T-1)

1.3.8.2. Ensures accurate and timely duty status reporting for all personnel assigned to their MPS ID. (T-1)

1.3.8.3. Ensure MPS and CSS (if applicable) personnel are informed of local operating procedures. (T-3)

1.3.9. MPS Strength Accounting Duty Status Program Manager (SADSPM):

1.3.9.1. Ensures accurate and timely AWOL/Deserter duty status reporting for all personnel assigned to their MPS ID. (T-1)

1.3.9.2. Ensures unit SADSP managers receive AWOL/Deserter initial training within 30 days of appointment and training as required by AFI 36-2134. (T-2)

1.3.9.3. Provides initial and refresher training to unit Commanders and First Sergeants on AWOL/Deserter program. (T-2)

1.3.9.4. Ensures unit commanders have CMS access and provides assistance with reporting of absentees. (T-2)

1.3.10. Financial Services Office (FSO):

1.3.10.1. Ensures accurate and timely AWOL/Deserter duty status reporting for updates to members Master Military Pay Account (MMPA).

1.3.10.2. Ensures accurate and timely notification to Defense Finance and Accounting Service (DFAS).

1.3.10.3. Provide assistance to commanders as needed.

1.4. When Unauthorized Absence (UA) Begins and Ends. It is incumbent on the commander, first sergeant, and supervisor to investigate a member's absence to determine whether or not the absence is voluntary or involuntary. An unauthorized absence begins when an Airman voluntarily absences themselves from where they are ordered or otherwise required to be present. An unauthorized absence ends when the absentee or deserter returns to military control. An unauthorized absence of 24 hours or less is classified as "failure to go". Note: If the commander determines the member's absence may be involuntary, contact the force support squadron Casualty Assistance Representative (CAR) immediately for possible Duty Status Whereabouts Unknown (DUSTWUN) reporting IAW AFI 36-3002, Casualty Services.

1.4.1. When to classify as AWOL. An unauthorized absence of more than 24 hours and less than 30 days which the commander has determined is voluntary is classified as "absence without leave" or AWOL (UCMJ, Article 86). Example: Amn Doe is required to be at work at 0730 on Monday but fails to report. Amn Doe's supervisor, first sergeant, and commander investigate his absence and the commander determines the absence to be voluntary. After 24 hours of unauthorized absence (0730 on Tuesday), the Commander will immediately report Amn Doe as AWOL with an effective date and time of Monday at 0730.

1.4.2. When to classify as a Deserter. A member who has been AWOL for more than 30 consecutive days will be classified as a deserter (UCMJ, Article 85). Example: Amn Doe has been AWOL since 1 Jan 2013. He remains AWOL through 2400 on the 30th consecutive day and his status is changed to Deserter on the 31st day (10th day during times of National Emergency or war declared by the President or Congress) with an effective date and time of 31 January 2013 at 0001. Note: An absentee does not have to be placed in AWOL status prior to being classified as a Deserter status if the member is absent without authority, regardless of the length of the absence, and meets any of the eligibility criteria listed below.

- 1.4.2.1. The commander has determined that the member remains absent from his or her unit, organization, or place of duty with no intention of returning.
- 1.4.2.2. Is under the duty or travel restrictions that DoDM 5210.01-R/AFI 31-501, Personnel Security Program Management imposes.
- 1.4.2.3. Has had access in the past 12 months to Top Secret information or other classified information that requires special access authority (see paragraph 2.3.7). Note: Do not classify a person who appears to be a casualty as a deserter solely because the person has had access to classified material described herein.
- 1.4.2.4. Has gone to, or stayed in, a foreign country and, while there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies.
- 1.4.2.5. Has action pending on a previous unauthorized absence that has not been completed.
- 1.4.2.6. Is an escaped prisoner.
- 1.4.2.7. Is under investigation for violating the UCMJ as listed in Attachment 2 or against whom charges for any offense have been referred to a General Court-Martial.
- 1.4.2.8. Is believed likely to commit violent acts, or may harm themselves or the general public.
- 1.4.2.9. AFPC/DPFC has determined member is a deserter.

Chapter 2

REPORTING UNAUTHORIZED ABSENCES

2.1. Reporting Responsibilities. Unauthorized absences must be reported immediately. Supervisors must promptly notify the chain of command of all unauthorized absences. Unit commanders have the primary responsibility to determine the cause of absence and to find and return the individual to military control.

2.2. Duty Status Reporting. The CMS is used to report all Duty Status Changes requests for AWOL and Deserter as well as when the member is returned to military control (i.e., Present for Duty, confinement, etc). Specific processing guidelines can be found in the Personnel Service Delivery Guide – Duty Status Change Application Actions (AWOL, Deserter, and Confinement) on the AFPC myPers webpage.

2.2.1. A new Duty Status Change request in CMS is required for each Duty Status Change (e.g., one CMS case to place the member in AWOL status; a second CMS case to return the member Present for Duty).

2.2.2. In order to expedite apprehension of absentees as well as ensure timely MilPDS and DFAS updates, CSS/MPS and CCs will initiate the Duty Status Change request in CMS within 1 duty day of the CC's conclusion of the member's voluntary absence. (T-1) The date the CMS case is initiated is considered the date of the CC's determination of status regardless of the effective date of the member's AWOL/Deserter status date.

2.2.3. Only a G-series commander may sign/approve the Duty Status Change request in CMS. If the member's commander is unavailable to sign due to TDY, deployment, or leave, the section commander (if on G-series orders) or next level G-series commander may sign/approve in their place.

2.3. Unit Commander Actions:

2.3.1. Investigates the absence looking for any indication that the absence results from an involuntary casualty rather than desertion or unauthorized absence. (T-1) The member's welfare is of highest concern. In such situations, refer to AFI 36-3002 and consult the CAR to determine if DUSTWUN may be appropriate. (T-1)

2.3.1.1. If the airman's absence is determined to be voluntary and absence is more than 24 hours, consult the JA and SFS as needed and immediately notify the CSS (if applicable) and MPS Force Management Office to initiate a Duty Status Change request in CMS for AWOL or Deserter. (T-1)

2.3.1.2. Upon receipt of the Duty Status Change Request, logs into CMS to approve the duty status change and refer CMS case to AWOL/Deserter Program Manager (AFPC/DPFCM). (T-1)

2.3.1.3. Promptly notifies all those who may need to know about the absence: for example, senior leadership; local JA; unit and MPS Strength Accounting Duty Status Program Managers; security forces; local AFOSI field unit; servicing financial services office (FSO); postal service center or unit mailroom of the absentee's organization; and Base Exchange.

2.3.1.4. For Air Reserve Component (ARC) inactive members, commanders contact ANGSC/MPP (for ANGUS members), or HQ AFRC/A1K (for AFR members), and ask for instructions. For ANG record types AG/BG, after updating the duty status, no transaction flows from MilPDS to Financial Services Office to update the member's Master Military Pay Account (MMPA).

2.3.2. Unit Commander's 72-Hour Status Report (Figure 2.1). When a member has been absent for 72-hours, the commander reports information related to the member's absence and status of investigation to local leadership and AFPC/DPFCM. The unit commander ensures a copy of the letter is sent to AFPC/DPFCM and the installation's chief of security forces. (T-1) The 72-hours begins the first day of the member's absence. The report includes, but is not limited to:

2.3.2.1. All relevant information on the case; for example, the absentee's duty status when the unauthorized absence began, the leave address if the absentee was on leave, and/or the gaining unit and leave address for delay en route if the absentee was being reassigned.

2.3.2.2. List of all actions taken to locate the absentee, including actions taken on leads. If absentee reporting was delayed, provide an explanation of reason for delay. Example: Amn Doe did not report to his duty station at 0730 on 1 Jan 14. The commander was not made aware of his absence until 3 Jan 14 when the absentee was reported AWOL. The 72-hour report states that the absentee's supervisor was on 48 hour quarters and didn't become aware of Amn Doe's absence until they returned to duty on 3 Jan 14.

2.3.2.3. Whether the absentee faces pending administrative discharge action or action under the UCMJ.

2.3.2.4. All previous unauthorized absences and their disposition.

2.3.2.5. A statement that AFI 36-3002 specifically in regard to Duty Status-Whereabouts Unknown (DUSTWUN), has been considered and is not applicable. If in doubt, contact the MPS or AFPC/DPFCM for guidance.

2.3.2.6. The facts, in detail, if the absentee is wanted for another offense(s).

2.3.2.7. If the unit commander requests FBI assistance in finding the absentee, the commander coordinates with the local AFOSI field unit and explains why FBI assistance is requested. Note: AFOSI is the only AF agency to coordinate criminal investigations with the FBI.

2.3.3. Next-of-Kin Letter (Figures 2.2 through 2.5). The unit commander writes a Next-of-Kin Letter (Figures 2.2 through 2.5) to family members and payees of allotments (e.g. former spouse receiving alimony or child support allotments) about the unauthorized absence. (T-1) The letters are sent to family members and other individuals who receive allotments living in foreign countries as well as US residents. The unit commander sends a copy of the letter(s) to AFPC/DPFCM. The member's virtual Record of Emergency Data (vRED) may be used to identify next-of-kin. Contact the FSO to determine payee of allotments.

2.3.3.1. Send the letter(s) at the earliest of the following times:

2.3.3.1.1. When evidence shows the absentee planned or spoke to others of a plan to leave without authorization.

- 2.3.3.1.2. When the unit commander administratively declares an absentee a deserter.
- 2.3.3.1.3. When the unauthorized absence has lasted 10 consecutive days.
- 2.3.3.2. The letter to the next of kin states that:
 - 2.3.3.2.1. Military authorities do not know the member's whereabouts and believe the member is absent without authority (or a deserter, if appropriate).
 - 2.3.3.2.2. The next of kin should urge the member to return.
 - 2.3.3.2.3. If the next of kin knows the whereabouts of the member, they should immediately notify the nearest military installation law enforcement desk.
 - 2.3.3.2.4. Dependents are ineligible for medical care, other benefits and privileges if the member's status is, or changes to, deserter (ref: AFI 36-3026_IP, Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel).
 - 2.3.3.2.5. The member's continued absence may lead to:
 - 2.3.3.2.5.1. Court martial.
 - 2.3.3.2.5.2. Loss of pay, allowance and government insurance.
 - 2.3.3.2.5.3. Reduction in grade.
 - 2.3.3.2.5.4. Bad conduct or dishonorable discharge (or dismissal for a commissioned officer).
 - 2.3.3.2.5.5. Confinement.
 - 2.3.3.2.6. The letter to family members or non-family members who receive allotments indicates that payments will stop if the unauthorized absence continues.
- 2.3.3.3. The commander's letter to the dependents (or their guardian or other fiduciary) of an absentee with pay grade E-4 (with 4 years or less service) or below must state that they:
 - 2.3.3.3.1. May get temporary financial assistance, if they need it. The payment limit equals the basic allowance for quarters to which the absentee is entitled for no more than 2 consecutive months, if the absence lasts the entire period.
 - 2.3.3.3.2. May request the above referenced assistance when the member's absence exceeds 30 consecutive days.
 - 2.3.3.3.3. Must apply for financial assistance in the first 3 months of the unauthorized absence.
- 2.3.3.4. If needed, the unit commander contacts the nearest FSO for assistance.
- 2.3.4. 31-and 60-Day Status Reports (Figures 2.6 and 2.7). On the 31st and 60th days of absence, the unit commander submits status reports, in writing, to AFPC/DPFCM (Table 2.1). (T--1) The report includes:
 - 2.3.4.1. Names of contacts, dates, time, telephone numbers and addresses.

2.3.4.2. Information given to military and civil law enforcement agencies to speed the absentee's return.

2.3.4.3. Feedback from security forces contacts with civil law enforcement agencies.

2.3.4.4. On the 31st day of AWOL, the commander notifies the MPS Force Management Office or CSS (if applicable) to initiate a new Duty Status Change Request in CMS to change the member's status from AWOL to Deserter. (T-1)

2.3.4.5. Upon receipt of the Duty Status Change Request, the commander logs into CMS to approve the request and refer CMS case to AWOL/Deserter Program Manager (AFPC/DPFCM). (T-1)

2.3.5. DD Form 553, Deserter/Absentee Wanted By The Armed Forces. Upon determination of deserter status, the commander, with assistance from the MPS/CSS, SFS, and AFPC/DPFCM (if needed), immediately prepares and distributes a DD Form 553 to place member in deserter status (Table 2.1, note 3). The completed DD Form 553 is forwarded to AFPC/DPFCM to process to AFOSI Investigations, Collections, and Operations Nexus (ICON)/Global Watch Center (ICW) to enter the member into the NCIC. If classified as desertion under aggravated circumstance, include the pertinent information in the remarks section (Item 19) of the DD Form 553. (T-0) Note: If the unit commander learns of any new information that could aid in the apprehension of the absentee (e.g., vehicle identification information, update on last known location, identifying marks (tattoos, scars, etc.), a new DD Form 553 must be completed and redistributed to all agencies included in the original distribution (refer to myPers). (T-0) The DD Form 553 should be prepared for entry into the NCIC only when a member has been declared a deserter.

2.3.6. Action in Cases Involving Security. When an absentee is administratively classified as a deserter for a reason in paragraph 1.4.2, the unit commander will:

2.3.6.1. Refer the case for investigation to the AFOSI unit servicing the absentee's installation. (T-1)

2.3.6.2. As soon as possible, account for classified material that the absentee had access to and notifies AFOSI of any missing material. (T-1)

2.3.6.3. As soon as possible, assess how much damage to national security could result from unauthorized disclosure of the information, and provides assessment to AFOSI ICON/ICW. (T-1)

2.3.6.4. Consider appointing an inquiry officer under DoD 5200.1-R/AFI 31-401, Information Security Program Management if the absentee had access to classified information. (T-1)

2.3.7. War and Mobilization Absence Without Leave (AWOL) Reporting Procedure. When Congress or the President declares a National Emergency or war, reporting procedures are accelerated to involve law enforcement agencies to assist in returning absent members to the military. If this occurs, immediately prepare and distribute DD Form 553 on the 10th day of AWOL, not the 31st day. Also due on the 10th day are the Notice to Next of Kin Letter(s) and 31-Day (10-Day) Status Report (Table 2.1, note 6). (T-1)

2.3.8. Upon determination of Deserter status, the CC notifies the Financial Services Office of the duty status change and retrieves all dependent ID card(s) (ref: AFI 36-3026, table 8.3). (T-1)

2.3.9. On the 180th day of the member's unauthorized absence, ensures the CSS or MPS obtains the member's medical and dental records and forwards them to AFPC/DPFCM. (T-1) If medical and dental records are not available, forward a memorandum to AFPC/DPFCM via the MPS explaining the reason why the records are not available. (T-1)

2.4. After-The-Fact Reporting. Commanders ensure timely reporting of absentees to expedite their return to military control as well as for pay-affecting transactions in MilPDS. If circumstances result in reporting unauthorized absentees after the member has been returned to military control, the commander must submit a memorandum to AFPC/DPFCM explaining the circumstances of the absence, return to military control, and reasons for delayed reporting. (Figure 2.8) (T-1) The memorandum includes (but is not limited to):

2.4.1. Circumstances of the absence.

2.4.2. Explanation of actions taken to locate and return the absentee, including circumstances of absentees return to military control.

2.4.3. Reason for late reporting.

2.5. Commander's Support Staff or MPS (Force Management Section). Organizations and units that retain authorization(s) for the purpose of performing MPS work do not receive the MPS services outlined under the FSS/MPS structure. Those duties continue to be performed by the unit unless they establish an agreement with the MPS to service that population in a particular program. Without formalized agreements between both parties, MPS responsibilities/functions will only be provided by the MPS to commanders and military/IMA populations that did not retain MPS manning as indicated during the MAJCOM/FOA/DRU validation via Change 1 to Program Action Directive (PAD) 07-11, A1 Transformation. (T-2)

2.5.1. Establish contact with AFPC/DPFCM to notify of the unauthorized absence. (T-3)

2.5.2. Assist unit commander and first sergeant in determination of member's duty status. Prepares the Duty Status Change Request using CMS and immediately forward to the commander for approval to place member into AWOL or deserter status. (T-3) Ensure the remarks section includes a brief explanation of the circumstances of the absence.

2.5.3. Training squadrons and geographically separated training units forward Duty Status Change Requests to the MPS duty status monitor for review prior to forwarding to unit commander for approval. (T-3)

2.5.4. Provide FSO a copy of the AF Form 2098, Duty Status Change. (T-1) Note: DO NOT update MilPDS. Only AFPC/DPFCM can change or remove AWOL/Desertion duty status codes in MilPDS. (T-1)

2.5.5. Assist commanders to prepare and process required documents (e.g. 72-Hour Status Report; 31st Day and 60th Day Status Reports, DD Forms 553 and 616, and forward to AFPC/DPFCM. (T-3)

2.5.6. Work with the commander and MPS to obtain a current, identification-quality photograph of the deserter to be distributed with DD Form 553. (T-2) Note: Photograph

does not have to fit in box for item 8. When available, send photograph with DD Form 553 or as soon as possible.

2.5.7. On the 31st day of AWOL, create a new Duty Status Change Request using CMS and forward to the commander for approval. (T-2)

2.5.8. On the 180th day of the member's unauthorized absence, obtains the member's medical and dental records and mails them to AFPC/DPFCM. (T-1) Servicing MPS provides assistance as needed. If medical and dental records are not available, the commander will prepare a memorandum for AFPC/DPFCM explaining the reason why the records are not available. (T-1)

2.5.9. Ensure any disclosures concerning the member meet the requirements of the Privacy Act as set forth in AFI 33-332, Air Force Privacy and Civil Liberties Program. (T-1)

2.6. Servicing Security Forces:

2.6.1. Coordinate search efforts with Unit commander and 1st Sergeant; servicing AFOSI unit; and local law agencies. Provide results to commander. (T-2)

2.6.2. Assist the unit commander in finding and returning the absentee to military control using current information or initial information in DD Form 553. (T-2) This action includes notifying civilian and other military agencies.

2.6.3. Assist the unit commander and MPS in determining distribution of the DD Form 553. (T-3) Note: DO NOT update the NCIC for deserters. Upon receipt of DD Form 553 from AFPC/DPFCM, AFOSI ICON/ICW will ensure appropriate NCIC update.

2.7. Servicing Military Personnel Section (MPS): In addition to applicable items in paragraph 2.5, the MPS:

2.7.1. Notifies the unit of assignment when PCS, TDY and Reserve/Guard members ordered to active duty fail to report at the time specified on their orders. (T-1) Exception: Reserve members ordered to active duty for training (ADT) on an annual tour.

2.7.2. Provides guidance to the unit commander and unit CSS (if applicable) on the preparation of Duty Status Change (AWOL/Deserter) CMS case and in the preparation and distribution of DD Form 553 (refer to myPers) and DD for 616 (Figure 4.1). (T-3)

2.7.3. Establishes contact with AFPC/DPFCM to notify of the unauthorized absence, as needed. (T-3)

2.7.4. Assists unit CSS and unit commander in obtaining the member's medical and dental records and forwards them to AFPC/DPFCM. (T-3) If medical and dental records not available, assists unit CSS and/or unit commander with memorandum explaining why medical and dental records are not available. (T-3)

2.8. AFPC/DPFCM (Air Force Missing Persons Branch):

2.8.1. Conducts a quality review of HR type PPA Duty Status Change (AWOL/Deserter) CMS case and other required documents and updates or corrects duty status in MilPDS. Forwards HR Type PPA Duty Status Change (AWOL/Deserter) CMS to the Total Force Service Center for coordination. Note: Only AFPC/DPFCM can change or remove AWOL/Desertion from MilPDS. (T-1)

2.8.2. Coordinates and distributes procedures for managing unauthorized absences. Forwards DD Form 553/DD Form 616 to AFOSI ICON/ICW for update in NCIC. (T-1)

2.8.3. Monitors disposition of absentees returned to military control and provides guidance as needed.(T-1)

2.8.4. Maintains a case file for each member declared AWOL or deserter and ensures documents received are reviewed and are sent to AFPC/DPSIR, Automated Records Management System Office (ARMS), for filing in the member's Master Personnel Record. (T-1)

2.8.5. Maintains Medical and Dental records for all AF Deserters dropped from unit rolls until the member is returned to military control at which time AFPC/DPFCM will forward the records to the servicing MPS. (T-1)

2.8.6. Maintains access to electronic MPRs via ARMS from AFPC/DPSIR. (T-1)

2.8.7. Ensures member's MilPDS file is dropped from unit rolls and reassigned to AFPC/DPFCM PAS CODE on the 180th day of absence. (T-1)

2.9. Air Force Total Force Service Center (AFPC/DPTOS):

2.9.1. Reviews HR Type PPA (AWOL/Deserter) CMS cases and forwards to appropriate offices for coordination. (T-1)

2.9.2. Forwards completed HR Type PPA (AWOL/Deserter) CMS case to MPS or member's commander for closure. (T-1) Sends CMS product AF Form 2098 to AFPC/DPSIR (ARMS) for filing in the member's Master Personnel Record. (T-1)

2.10. Air Force Office of Special Investigations (AFOSI ICON):

2.10.1. AFOSI ICON/ICW updates the NCIC for all AF Deserters upon receipt of a valid DD Form 553/616. (T-1) In cases of desertion under aggravated circumstances as defined below, AFOSI works with the FBI or other appropriate law enforcement agency to expedite the investigation and to find and arrest the absentee ([Chapter 3](#)). (T-1) Examples of cases in which the Air Force requests FBI assistance include those in which the individual is a deserter and:

2.10.1.1. Is wanted for an offense punishable under the UCMJ as identified in Attachment 2. Consult with the local JA to determine if offense and circumstances warrant the classification of desertion.

2.10.1.2. Had access to classified information which, if disclosed, would jeopardize United States security interests.

2.10.1.3. Is an escaped prisoner.

2.10.1.4. Is an officer.

2.10.2. Oversees local servicing police units' inquiries into unauthorized absences on commander's request.

2.11. Financial Services Office (FSO):

2.11.1. Stops the absentee's pay and allowances after the unit's initial notification that the absentee is AWOL or a deserter. (T-0)

2.11.2. Provide commander and MPS/CSS assistance with all funding questions IAW AFMAN 65-116, Volume 1, and AFI 65-601, Volume 1. (T-1)

Table 2.1. Action Required When a Member is Absent Without Authority.

If airman's absence is voluntary and is (Note 1)	Then
Less than 24 hours (note 2)	Absence is considered as "failure to go". Consult local JA for guidance.
More than 24 Hours (notes 3, 4, 5)	Process HR type PPA – Duty Status Change Request in CMS to report member as AWOL or Deserter (see paragraph 2.3)
72 Hours	Process 72 Hour Inquiry Letter (see paragraph 2.3.2 and figure 2.1)
10 Days (note 6)	Process NOK Letters (see paragraph 2.3.3 and figure 2.2 thru 2.5)
31 Days (notes 3, 5, 6, 7)	1. Process 31 st Day Status Report (see paragraph 2.3.4. and figure 2.6) 2. Process DD Form 553, Deserter/Absentee Wanted by the Armed Forces (see paragraph 2.3.5)
60 Days	Process 60 th Day Status Report (see paragraph 2.3.4 and figure 2.7)
180 Days	Forward medical and dental records to AFPC/DPFCM (see paragraph 2.3.9). Military Personnel Database System (MilPDS) automatically drops member from unit rolls and reassign to AFPC/DPFCM.

NOTES:

1. If the CC determines the member's absence may be involuntary, immediately contact the CAR at the servicing FSS for reporting IAW AFI 36-3002.
2. For ANG/AFR inactive members, commanders contact ANGSC/MPP (for ANGUS members), or HQ AFRC/A1K (for AFR members), and ask for instructions.
3. If the unit commander immediately classifies the member as a deserter prior to the 31st day of unauthorized absence (Ref: paragraph 1.4.2) then report in accordance with paragraph 2.2 thru 2.11.
4. The command of the base where a member is transferred permanent change of station (PCS) without permanent change of assignment (PCA) for separation is authorized to initiate HR type PPA-Duty Status Change in CMS for reporting the unauthorized absence.
5. For ANG record types AG/BG, after updating the duty status, no transaction flows from MilPDS to Financial Services Office to update the member's MMPA.
6. When Congress or the President declares an emergency or war, the absentee's status is changed to Deserter on the 10th day versus the 31st day. The unit commander's 31-Day Status Report and DD Form 553 are prepared and dispatched on the 10th day versus the 31st day. Prepare and distribute DD Form 553 immediately for those individuals who have been absent without authorization for 11 to 31 Days.
7. SFS DOES NOT update NCIC for Deserters. Only AFOSI ICON will update Deserter status in NCIC upon receipt of DD Form 553/616 from AFPC/DPFCM.

Figure 2.1. Unit Commander's 72-Hour Status Report. FOR OFFICIAL USE ONLY

MEMORANDUM FOR 88 MPS/CC
88 SFS/CC

DD MMM YYY

FROM: 88 CS/CC

SUBJECT: Unit Commander's 72-Hour Status Report – AB John Doe, xxx-xx-1234

1. Airman Doe was present for duty at Bldg 3136 on JBSA-Randolph TX at 0700 on 12 August 2013. Airman Doe stated he had appointments with the housing office at 0900 and the dental clinic at 0945. At 0900, he met with his wife, Mrs. Susan Doe, at the housing office, leaving her at 0930 for his dental appointment. Airman Doe never returned to his place of duty.
2. MSgt Ken Smith, the first sergeant, and Airman Doe's supervisor, TSgt Michael Jones, began searching for Airman Doe at 1200 hours on 12 August 2013. They contacted Airman Doe's wife who stated she had not seen him since their appointment at 0900 that morning. MSgt Smith called Airman Doe's cell phone and left a message. Airman Doe did not report to his dental appointment. To ensure Airman Doe was not injured or ill, local hospitals were contacted with negative results. Upon questioning Airman Doe's co-workers, TSgt Jones discovered Airman Doe had indicated that he wanted to go to California.
3. Airman Doe does not have any pending administrative discharge action or actions under the UCMJ.
4. Airman Doe has no previous unauthorized absences.
5. In accordance with AFI 36-3002, *Casualty Services*, Duty Status-Whereabouts Unknown has been considered and is not applicable.
6. Airman Doe is not suspected of other offenses.
7. Federal Bureau of Investigation (FBI) assistance is not requested at this time.
8. Point of contact for additional information and or assistance is Captain Smith, 88 CS/CCQ, DSN 565-7654 or MSgt Ken Smith, the unit first sergeant.

JAMES C. JONES, Lieutenant Colonel, USAF
Commander

"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."

Figure 2.2. AWOL Sample Next-of-Kin Letter (w/dependents).

88th Communications Squadron
5550 Any Street, Suite 31
JBSA-Randolph TX 78150-4716

DD MMM YYYY

Mrs. Susan Doe
2842 Any Street
San Antonio TX 78218

Dear Mrs. Doe

This letter is to inform you that your husband, Airman Basic John Doe, who is assigned to the 88th Communications Squadron, JBSA-Randolph, Texas, has been absent without authorization since 12 August 2013. Military authorities do not know Airman Doe's whereabouts and believe him to be Absent Without Leave (AWOL).

If you are aware of Airman Doe's whereabouts, I request that you urge him to return to duty and that you immediately notify the nearest military installation law enforcement desk. His continued absence may lead to court-martial, loss of Servicemembers Group Life Insurance (SGLI), reduction in grade, a punitive discharge and confinement.

Please be advised that Airman Doe's unauthorized absence has resulted in the immediate stoppage of his pay and allowances. If he remains AWOL for 30 consecutive days he will be declared a Deserter. If his status changes to Deserter, as Airman Doe's dependent, you will be ineligible for medical care and other benefits and privileges to include loss of ID Card.

(NOTE: Next paragraph required if member is E-4 (4 years or less) or below.)

If needed, you may be eligible to receive temporary financial assistance. The payment limit equals the basic allowance for quarters to which the absentee is entitled for no more than 2 consecutive months, if the absence lasts the entire period. You may ask for assistance when the member's absence exceeds 30 consecutive days and you must apply for financial assistance in the first 3 months of the unauthorized absence.

As you can see, it is imperative that Airman Doe be located and that he return to duty immediately. Please contact me at (210) 665-5890 if you have any questions or if I may be of assistance.

Sincerely

JAMES C. JONES, Lieutenant Colonel, USAF
Commander

Figure 2.3. AWOL Sample Next of Kin letter (w/o dependents).

88th Communications Squadron 5550 Any Street, Suite 31 JBSA-Randolph TX 78150-4716	DD MMM YYYY
Mrs. James Doe 2842 Any Street San Antonio TX 78218	
Dear Mr. Doe	
<p>This letter is to inform you that your son, Airman Basic John Doe, who is assigned to the 88th Communications Squadron JBSA- Randolph, Texas, has been absent without authorization since 12 August 2013. Military authorities do not know Airman Doe's whereabouts and believe him to be Absent Without Leave (AWOL).</p>	
<p>If you are aware of Airman Doe's whereabouts, I request that you urge him to return to duty and that you immediately notify the nearest military installation law enforcement desk. His continued absence may lead to court-martial, Servicemembers Group Life Insurance (SGLI), reduction in grade, a punitive discharge and confinement.</p>	
<p>Please be advised that Airman Doe's unauthorized absence has resulted in the immediate stoppage of his pay and allowances. If he remains AWOL for 30 consecutive days he will be declared a Deserter. If his status changes to Deserter, Airman Doe will no longer be covered under Servicemembers Group Life Insurance (SGLI).</p>	
<p>As you can see, it is imperative that John is located and returns to duty immediately. Please contact me at (210) 665-5890 if you have any questions or if I may be of assistance.</p>	
Sincerely	
JAMES C. JONES, Lieutenant Colonel, USAF Commander	

Figure 2.4. Deserter Sample Next of Kin letter (w/dependents).

88th Communications Squadron
5550 Any Street, Suite 31
JBSA-Randolph TX 78150-4716

DD MMM YYYY

Mrs. Susan Doe
2842 Any Street
San Antonio TX 78218

Dear Mrs. Doe

This letter is to inform you that your husband, Airman Basic John Doe, who is assigned to the 88th Communications Squadron, JBSA-Randolph, Texas, has been absent without authorization since 12 August 2013. Military authorities do not know Airman Doe's whereabouts and believe him to be a Deserter.

If you are aware of Airman Doe's whereabouts, I request that you urge him to return to duty and that you immediately notify the nearest military installation law enforcement desk. His continued absence may lead to court-martial, reduction in grade, a punitive discharge and confinement.

Please be advised that Airman Doe's deserter status has resulted in the immediate stoppage of his pay and allowances, and benefits and entitlements to include Servicemembers Group Life Insurance (SGLI). Because Amn Doe has been declared a Deserter, as his dependent, you will become ineligible for medical care and other benefits and privileges to include loss of ID Card.

(NOTE: Next paragraph required if member is E-4 (4 years or less) or below.)

If needed, you may be eligible to receive temporary financial assistance. The payment limit equals the basic allowance for quarters to which the absentee is entitled for no more than 2 consecutive months, if the absence lasts the entire period. You may ask for assistance when the member's absence exceeds 30 consecutive days and you must apply for financial assistance in the first 3 months of the unauthorized absence.

As you can see, it is imperative that John is located and returns to duty immediately. Please contact me at (210) 665-5890 if you have any questions or if I may be of assistance.

Sincerely

JAMES C. JONES, Lieutenant Colonel, USAF
Commander

Figure 2.5. Deserter Sample Next of Kin letter (w/o dependents).

88th Communications Squadron
5550 Any Street, Suite 31
JBSA-Randolph TX 78150-4716

DD MMM YYYY

Mr. James Doe
2842 Any Street
San Antonio TX 78218

Dear Mr. Doe

This letter is to inform you that your son, Airman Basic John Doe, who is assigned to the 88th Communications Squadron, JBSA-Randolph, Texas, has been absent without authorization since 12 August 2013. Military authorities do not know Airman Doe's whereabouts and believe him to be a Deserter.

If you are aware of his whereabouts, I request that you urge him to return to duty and that you immediately notify the nearest military installation law enforcement desk. Please be advised that Airman Doe's deserter status has resulted in the immediate stoppage of his pay and allowances, and benefits and entitlements to include Servicemembers Group Life Insurance (SGLI). His continued absence may lead to court-martial, reduction in grade, a punitive discharge and confinement.

As you can see, it is imperative that John is located and returns to duty immediately. Please contact me at (210) 665-5890 if you have any questions or if I may be of assistance

Sincerely

JAMES C. JONES, Lieutenant Colonel, USAF
Commander

Figure 2.6. Sample 31-Day Status Report FOR OFFICIAL USE ONLY

MEMORANDUM FOR 88 FSS/CC 88 SFS/CC	DD MM YYYY
FROM: 88 CS/CC	
SUBJECT: Commander's 31-Day Status Report – AB John Doe, xxx-xx-1234	
<p>1. Airman John Doe has been AWOL since 12 August 2013 and continues to be absent. He last reported for duty on 12 August 2013 prior to departing for appointments. Airman Doe never returned to duty. Airman Doe was placed in deserter status on 11 September 2013.</p> <p>2. The acting first sergeant, MSgt Ken Smith, and Airman Doe's section supervisor, TSgt Michael Jones, contacted Airman Doe's wife, Mrs. Susan Doe, and the local hospitals with negative results. TSgt Jones called Airman Doe's cell phone and left messages but has received no response.</p> <p>3. Upon questioning Airman Doe's co-workers, TSgt Jones learned that Airman Doe had indicated he wanted to go to California. On 13 August 2013, Security Forces contacted airport officials who confirmed that Airman Doe purchased a one-way ticket to Los Angeles, California on 12 August 2013 and departed at 1210 that same day.</p> <p>4. On 20 August 2013 TSgt Jones called Airman Doe's parents' home in California and spoke with his father. He informed TSgt Jones that Airman Doe had called but left no contact number. TSgt Jones has called Airman Doe's cell phone daily for the past 3 weeks with negative results.</p> <p>5. Airman Doe's whereabouts have not been established. He has not returned to JBSA-Randolph as of this date. He has not attempted to contact his squadron since his absence began.</p> <p>6. Point of contact for additional information and or assistance is Captain Smith, 88 CS/CCQ, DSN 565-7654 or MSgt Margaret Johnson, the unit first sergeant.</p>	
<p>JAMES C. JONES, Lieutenant Colonel, USAF Commander</p> <p>"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."</p>	

Figure 2.7. Sample 60-Day Status Report FOR OFFICIAL USE ONLY

MEMORANDUM FOR 88 MPS/CC 88 SFS/CC	DD MM YYYY
FROM: 88 CS/CC	
SUBJECT: Commander's 60-Day Status Report – AB John Doe, xxx-xx-1234	
<p>1. Airman John Doe has been AWOL since 12 August 2013 and continues to be absent. He last reported for duty on 12 August 2013 prior to departing for appointments. Airman Doe never returned to duty. Airman Doe was placed in deserter status on 11 September 2013.</p> <p>2. On 20 September 2013, Mr. and Mrs. Doe received a call from their son, Airman Doe who stated he intended to leave the country and not return to the Air Force. Attempts by Mr. and Mrs. Doe to re-establish contact with their son has been unsuccessful to date.</p> <p>3. The Air Force Office of Special Investigation (AFOSI) in concert with local law enforcement followed up leads on a possible sighting of Amn Doe in San Diego, CA on 25 September 2013. A check of Amn Doe's credit cards revealed someone had used his credit card at the Alamo Car Rental at the San Diego Airport on 26 September 2013.</p> <p>4. While Airman Doe's whereabouts have not been established, AFOSI and law enforcement agencies continue to follow up on leads. He has not returned to JBSA-Randolph as of this date. He has not attempted to contact his squadron since his absence began.</p> <p>5. Point of contact for additional information and or assistance is Captain Smith, 88 CS/CCQ, DSN 565-7654 or MSgt Margaret Johnson, the unit first sergeant.</p>	
JAMES C. JONES, Lieutenant Colonel, USAF Commander	
<p>"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."</p>	

Figure 2.8. Sample After-the-Fact Absentee Reporting Memorandum FOR OFFICIAL USE ONLY

MEMORANDUM FOR: AFPC/DPFCM 88 FSS/FSMPM	DD MMM YYYY
FROM: 88 CS/CC	
SUBJECT: Unit Commander's Memo for Record – AB John Doe, XXX-XX-1234	
1. (Explain initial circumstances)	
<p>Airman Doe was present for duty at an alternate work station at Bldg 3136 on JB San Antonio, Randolph TX at 0700 on Thursday, 14 August 2014. He was scheduled to work at this location until Friday, 15 August 2014. Airman Doe stated to his alternate work station supervisor, SSgt Stephen Brown that he had an appointment with the housing office at 1300 hrs to ensure base housing was available before his spouse arrives to current location. Airman Doe did not return to his place of duty.</p>	
2. (Explain actions taken to recover absentee)	
<p>Airman Doe's immediate supervisor, TSgt Michael Jones, began searching for Airman Doe when he failed to report to his permanent work section on Monday, 18 August 2014. Airman Doe did not answer his cell phone. To ensure Airman Doe was not injured or ill, local hospitals were contacted with negative results. TSgt Jones contacted SSgt Brown and learned about Amn Doe's failure to return to work on 14 August as well as his failure to report for work on 15 August. Upon questioning Airman Doe's co-workers, TSgt Jones discovered Airman Doe had indicated that he wanted to go to California for his spouse but wasn't sure if he was allowed to do it. They contacted Airman Doe's wife (in California) who stated that Amn Doe just left to do some errands. On 19 Aug 14, Amn Doe called TSgt Jones advising him that he was returning to base from California with his wife. Airman Doe reported to duty on 20 Aug 14. The Commander determined that Airman Doe's absence from 15 Aug to 19 Aug 14 will be classified as AWOL.</p>	
3. (Explain the reason late reporting)	
<p>The AWOL duty status was not reported promptly because Airman Doe was temporary assigned to another work section. The supervisor at the alternate work section did not maintain accountability of Amn Doe nor did he report Amn Doe's failure to report to work on 15 Aug. SSgt Brown assumed Amn Doe returned to this permanent work section, and his supervisor, TSgt Jones, wasn't aware of the member's absence on Friday, 15 Aug 14, until the member failed to report to duty on Monday, 18 Aug 14.</p>	
4. Point of contact for additional information and/or assistance is Captain Smith, 88 CS/CCQ, DSN 565-7654 or MSgt Joe Smith, the unit first sergeant.	
JAMES C. JONES, Lt Colonel, USAF Commander	
<small>"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."</small>	

Chapter 3

GENERAL APPREHENSION INFORMATION AND COOPERATION WITH CIVIL AUTHORITIES

3.1. Apprehension Procedures. Commanders start investigating the case and begin apprehension efforts as soon as an unauthorized absence occurs. (T-0) These efforts not only assist return absentees to the military sooner, they also deter others from unauthorized absence.

3.2. Who Has Authority To Apprehend:

3.2.1. Military law enforcement personnel and commissioned, warrant, petty, and non-commissioned officers may apprehend absentees and deserters. See Article 7, UCMJ, and Rules for Courts-Martial (RCM) 302(b)(1) and 302(b)(2). Commanders should consult the local JA and SFS concerning apprehension authority.

3.2.2. Civil officers authorized to arrest offenders under federal and state laws may arrest a deserter and deliver the offender into the custody of the Armed Forces (see Article 8 of the UCMJ and the RCM 302[b][3]). These officers may also arrest absentees at the request of military or federal authorities.

3.2.3. United States authorities may arrest absentees and deserters in foreign countries only:

3.2.3.1. When an international agreement with the country authorizes it.

3.2.3.2. Under an agreement with appropriate local authorities that does not violate an existing international agreement.

3.2.3.3. In these cases, carefully consider and consult with the servicing JA about possible international implications and adverse foreign relations.

3.2.3.4. If apprehension is impossible, or in any case of unclear apprehension authority, report the facts to HQ USAF/JAO at DSN 225-9631 or 703-695-9631 to expedite submission to the Assistant Secretary of the Air Force for Manpower and Reserve Affairs for resolution.

3.3. Notice of Air Force Deserters to Civil Authorities:

3.3.1. Within the Jurisdiction of the United States. The unit commander, working with security forces and the MPS, if needed, promptly sends DD Form 553 for a member administratively classified as a deserter to Armed Forces and civilian law enforcement agencies most likely to help apprehend the absentee.

3.3.1.1. AFPC/DPFCM sends notices to AFOSI ICON and to the Department of State in certain cases (i.e., those in which others know or strongly suspect the absentee has gone to a foreign country).

3.3.2. Outside the Jurisdiction of the United States. MAJCOMs act as needed respecting the primacy of international agreements to secure cooperation in apprehending absentee and/or deserted members.

3.4. Investigations, Apprehension, and Cooperation with Civilian Law Enforcement Authorities:

3.4.1. Unit commanders work closely with local security forces and AFOSI field units to pursue every avenue possible to locate and ensure the apprehension of absentees. Leads developed as to the location of absentees shall be conveyed as expeditiously as possible to appropriate civilian law enforcement authorities who shall be asked to assist in the return of such persons to military control.

3.4.2. In cases where the member has been dropped from unit rolls, AFPC/DPFCM and AFOSI ICON work together to resolve the case. AFOSI ICON and local field units establish liaison and maintain a level of coordination with civilian law enforcement agencies necessary to encourage active participation in apprehension efforts. AFPC/DPFCM provides any leads to AFOSI ICON for further pursuit. (T-1)

3.4.3. Absentees detained by civilian law enforcement authorities. In some cases, AFPC/DPFCM and/or AFOSI ICON may be the first Air Force agencies contacted by civilian law enforcement authorities regarding the apprehension of an Air Force absentee. If AFPC/DPFCM is the first agency contacted, they will notify AFOSI ICON (if a deserter) and: (T-1)

3.4.3.1. Contact the nearest AF installation SFS within 1 duty day of the apprehension to expedite the absentee's return to military control. The SFS coordinates with civilian law enforcement as well as other military law enforcement, as necessary, to expedite the absentee's return to the closest military installation with appropriate facilities. (T-1)

3.4.3.2. For member's absent for less than 1 year, AFPC/DPFCM contacts the unit commander within 1 duty day of the apprehension in order to coordinate with security forces to expedite the absentee's return to military control.

3.4.4. Civilian law enforcement authorities arrest and hold absentees to assist military departments. The commander of the installation nearest where the absentee is being detained is responsible for taking custody of the absentee from civilian law enforcement authorities.

3.4.5. Do not ask civilian law enforcement authorities to hold absentees longer than necessary. Make every attempt to pick up absentees within 48 hours after civilian law enforcement authorities agree to their release. Consult with the JA if clarification is needed.

3.4.6. If foreign authorities hold the absentee, consult with the JA before acting.

3.4.7. When a Service picks up absentees from civilian law enforcement authorities anywhere in the continental United States (CONUS), they pick up all such individuals at once, regardless of each member's military Service.

3.4.7.1. Take absentees or deserters to the nearest military installation having facilities to process them.

3.4.7.2. Inter-Service agreements will be used to facilitate the transfer of custody of absentees and deserters of all Military Services.

3.4.8. If the military Service cannot pick up all absentees or deserters held, they notify the other Services of the remaining individuals before leaving the confinement facility.

3.5. Rewards and Reimbursements:

3.5.1. Any authorized communication, oral or written, from a military or federal law enforcement official or agency, requesting active cooperation in apprehending or delivering to military control an absentee or deserter wanted by a military department constitutes the basis for a reward. After this communication, the Air Force rewards or reimburses (but not both) persons or agencies apprehending, detaining or delivering absentees, deserters, escaped military prisoners, or parole violators to military control under an Air Force Centrally Managed Allotment (CMA) Account. If a non-Air Force military absentee/deserter/escapee is brought to an Air Force installation and a reward or reimbursement is due, the apprehendee's parent military department Military Personnel Pay Account pays, not the Air Force CMA.

3.5.1.1. Payment of a reward shall not exceed that named in 10 USC Section 956. Contact the base FSO for specific guidance. (Reference AFI 65-601, Volume 1, paragraph 12.7.5 and JTR [Chapter 7](#)).

3.5.2. To request reward or reimbursement, persons or agencies must submit DD Form 553 to the FSO where the deserter is returned to Air Force control. The remarks section of DD Form 553 must include the name, address and phone number for the persons or agencies requesting reward or reimbursement. (T-0)

Chapter 4

ACTIONS TAKEN WHEN AN ABSENTEE RETURNS TO MILITARY CONTROL

4.1. Notice of Return to Military Control. The unit CSS, MPS, or commander at the Air Force installation taking initial control of the absentee must notify AFPC/DPFCM immediately of the apprehension. (T-1)

4.1.1. IAW AFI 31-205, *AF Corrections System*, paragraph 1.3.10. Installation commanders maintain the capability to house pretrial detainees and adjudged inmates with sentences up to 1 year, through organic confinement facilities (CF), adjacent DoD facilities, civilian contracts, or a combination of organic, Support Agreement, or contract derived bed space. (T-1)

4.2. Where Absentees Return to Military Control:

4.2.1. At any military installation staffed by active duty personnel, immediately transfer an individual to the nearest installation of the individual's branch of military Service that has facilities to process absentees. Military authorities will take absentees and deserters being detained temporarily in the hands of civil authorities into custody within 48 hours after receiving notification of the absentee's or deserter's place of detention. (T-1)

4.2.2. In foreign countries, military attachés, the chief of the Military Assistance Advisory Group (MAAG), or similar organizations, may not help an absentee who asks to return to military control unless the US is directly responsible for the individual's presence in the country.

4.2.2.1. Generally, these organizations advise such absentees to report, at their own expense, to a proper US military installation in the US or overseas.

4.2.2.2. Unless absentees are citizens of the country in which US assistance is requested, they must be reported to the country's proper authorities with a view toward deportation.

4.2.2.3. If the individual leaves or is deported from the foreign country, the military attaché or chief of the MAAG arranges for the individual's custody upon arriving in a territory where US military officers have arresting authority.

4.2.3. In the absence of other specific arrangements among military Service commands, when one of the military Services makes a pickup of absentees and deserters from civil authorities anywhere in the continental United States, all such individuals, regardless of their military Service, shall be picked up at the same time and delivered to the nearest military installation having facilities to process absentees or deserters. When such a multi-Service pickup is not possible, the military authority making a limited pickup notifies the military Service(s) of the individuals remaining in civilian custody, preferably before leaving the civilian confinement facility.

4.3. Defining an Absentee's Return to Military Control. An absentee in the hands of civilian law enforcement authorities is no longer considered to be at large when Air Force authorities lodge a detainer with civil authorities. A detainer is a written or verbal request to hold the member for Air Force authorities when his or her presence is no longer required by civilian law

enforcement authorities. The detainer ensures civilian law enforcement authorities inform military authorities when they are ready to release the absentee.

4.3.1. An absentee's return to military control occurs at the date and hour that:

4.3.1.1. An absentee surrenders to, is delivered to, or is apprehended by military authorities.

4.3.1.2. A civilian law enforcement authority informs the military that it holds the absentee for some reason other than the military's request.

4.3.1.3. An absentee otherwise comes under the control of military personnel.

4.4. Disposition of Absentee Returned to Military Control:

4.4.1. Absentees gone for less than 1 year are returned to the unit they were assigned to at the time of their unauthorized absence.

4.4.2. Members absent for 1 year or more are transferred to the nearest Air Force installation with facilities to handle the case.

4.4.3. For members in a PCS status, refer to table 4.1.

4.4.4. In some cases, the rules outlined above (paragraph 4.4.1 through 4.4.3) may not be appropriate. Under these circumstances, contact AFPC/DPFCM for further guidance and determination of unit of assignment.

4.4.5. The detaining unit contacts AFPC/DPFCM to make notification of the return of a deserter to military control.

4.4.6. For deserters requiring escort, do not release the deserter except to identified escort(s). See paragraph 4.5 for escort delineation.

4.4.7. For deserters who do not require escorts, the detaining security forces unit will issue a DD Form 460, *Provisional Pass*, and the member will travel to their duty station.(T-1)

4.4.8. IAW AFI 65-601, Volume 1, paragraph 12.7.4, the Air Force may furnish military personnel who are in an absent-without-leave, desertion, or escaped-military-prisoner status (under apprehension) the necessary transportation and meal tickets to return to their duty station or as determined in paragraph 4.4.1 through 4.4.4. (T-1) Contact the local FSO for specific guidance.

4.4.8.1. The travel and expenses of the apprehended member are funded by the Military Personnel CMA account. The base FSO provides the necessary CMA.

4.4.9. The detaining unit processes a one-way TDY order or memorandum for the deserter IAW AFI 65-103, *Temporary Duty Orders*, table 2.1 and the Joint Travel Regulation. In the Remarks section (Block 16), type the following statement: "Member is a deserter returned to military control." (T-1)

4.5. Escorts. The action unit commander coordinates with security forces to determine if absentees need escorts. Use security forces escorts only when an armed escort is needed as determined by the installation chief, Security Forces. Prisoners not considered being a threat to themselves or the general public can be escorted by unarmed personnel such as supervisors and

first sergeants. The commander authorizes escorts for members detained outside their country of assignment only after consulting the servicing JA.

4.5.1. Generally, use escorts if the member:

- 4.5.1.1. Escaped from prison.
- 4.5.1.2. Has been charged with other serious offenses.
- 4.5.1.3. Was apprehended by civil authorities.
- 4.5.1.4. Is a repeat offender.
- 4.5.1.5. Has a history of disciplinary infractions.

4.5.2. To ensure the absentee's prompt return, on-duty escorts must not take leave or delay en-route. (T-1)

4.5.3. Transportation and travel expenses for Air Force personnel acting as guards or escorts of Air Force or other Military Service absentees, deserters or escaped military prisoners are provided IAW AFI 65-601, Volume 1, paragraph 12.7 and 12.8. Contact the local FSO for specific guidance.

4.6. Actions Taken After An Absentee is Returned to a Servicing Air Force Installation. The following items are an *integral* part of an absentee's return to the Air Force:

4.6.1. Notification of return of absentee to the military. The unit CSS or commander with the assistance from the MPS immediately notifies AFPC/DPFCM of the member's return to military control. (T-1)

4.6.2. DD Form 616, *Report of Return of Absentee (Applies to Deserters when a DD Form 553 was processed)*. The unit commander, with CSS, MPS and SFS assistance as needed, completes and forwards the DD Form 616 (refer to myPers) to AFPC/DPFCM and all agencies in receipt of the associated DD Form 553 within 1 duty day of the member's return to military control. (T-0)

4.6.3. AFOSI ICON/ICW removes the member's name from the NCIC upon receipt of the DD Form 616 confirming the member's return to military control. (T-1)

4.6.4. The unit CSS, commander or MPS immediately prepares a Duty Status Change Request using CMS reporting the member's returned to military control. (T-1)

4.6.5. Deserters dropped from unit rolls (i.e., deserter for 180 days or more) are assigned to an AFPC PAS Code. Upon notification of return to military control, AFPC/DPFCM coordinates with the MPS to determine the unit of assignment based on duration of deserter status (see paragraph 4.4.1 through 4.4.4) and reassign the member to the appropriate unit PAS Code. (T-1)

4.6.5.1. Once the PAS Code is update in MilPDS, the unit commander, CSS, or MPS completes processing a HR Type PPA-Duty Status Change (AWOL/Deserter) CMS case to AFPC/DPFCM to update the member's duty status in MilPDS accordingly. (T-1)

4.6.5.2. AFPC/DPFCM forwards the returned deserter's medical and dental records to the assigned MPS. (T-1) If the member's personnel record is not in ARMS, AFPC/DPFCM will forward the Unit Personnel Record Group (UPRG) to the MPS. (T-1)

4.6.5.3. MPS forwards the medical and dental records to local military treatment facility for filing. (T-1)

4.6.6. Financial Service Office will coordinate with Defense Finance and Accounting Service to have member's Master Military Pay Account updated accordingly.

4.7. Commander's Determination. The action unit commander:

4.7.1. Takes responsibility for disposition of unauthorized absence.

4.7.2. Reviews case circumstances and consults with JA to determine if the absence was avoidable or unavoidable.

4.7.3. A commander who finds that an absence was:

4.7.3.1. Avoidable, consults with JA and takes appropriate disciplinary action as warranted.

4.7.3.2. Unavoidable, excuses the absence. The period of absence does not count as lost time to be made good. Charge it to leave if not authorized for another reason (ref: AFI 36-3003, *Military Leave Program*). A new HR type PPA AWOL/Deserter CMS case is required to revoke the unauthorized absence report. (T-3) Examples of excused absences not charged to leave include, but are not limited to:

4.7.3.2.1. When a member's lack of mental capacity causes the absence.

4.7.3.2.2. When civilian law enforcement authorities hold, try and acquit a member.

4.7.4. If a member dies during an unauthorized absence, the commander of the unit of assignment makes a new status determination. (T-1) After considering all available facts, the commander determines if the member was in duty status, absent on leave, absent without leave, or a deserter. (T-0)

4.7.5. See table 4.1 for other dispositions.

4.8. Erroneous Reports of Unauthorized Absence. When a commander determines that a desertion or unauthorized absence was reported in error, contact AFPC/DPFCM immediately to revoke the absence and remove the associated documents from the member's MPR.

4.8.1. If DD Forms 553 and 616 were distributed, another DD Form 616 must be accomplished. Provide a full explanation of the error in item 9, remarks section, and forwarded to AFPC/DPFCM. (T-1)

4.8.2. The commander sends new letters explaining the error to the next of kin, dependents, and others notified of the unauthorized absence. (T-1)

4.8.3. An HR type PPA-AWOL/Deserter CMS case must be accomplished revoking or changing the HR type PPA AWOL/Deserter CMS case placing member into or removing unauthorized absence.(T-1)

4.8.4. Only AFPC/DPFCM can delete or change duty status codes of 06 (Deserter) and 07 (AWOL). Reference AFI 36-2134, paragraph 3.2.

4.8.5. Financial Service Office will coordinate with Defense Finance and Accounting Service to have member's Master Military Pay Account updated accordingly.

Table 4.1. Disposition of Members Returned to Military Control at Other Than the Unit of Assignment (note 1).

R U L E	A	B	C
	If the absence began while the member was	and the member	then disposition is (note 1)
1	not in PCS travel status	is assigned in CONUS and detained in CONUS or overseas	return to unit of assignment.
2		is assigned overseas and detained in the same overseas country	
3		is assigned overseas and detained in a different overseas country or in CONUS (note 2)	
4	in PCS travel status from one CONUS base to another	has returned to the military at other than the gaining base (note 3)	return to the losing unit.
5		has returned to the military at the gaining base	stay at the gaining unit.
6	in PCS travel status from CONUS to an overseas base	returns to the port of embarkation after an absence of 31 days or more (note 3)	return to the losing unit.
7		returns to a CONUS base other than the port of embarkation regardless of the length of absence (note 3)	
8		returns to the port of embarkation after an absence of less than 31 days	continue to the gaining unit.
9		returns to an overseas base in the gaining theater	
10	in PCS travel status from one overseas base to another or from overseas to CONUS	had departed the overseas country of assignment	
11		returns to the country from which absent (note 3)	return to the losing unit.

NOTES:

- Disposition instructions in this table apply only to members absent less than 1 year. For more information, see paragraph 4.4.
- If the member has less than 90 days remaining on an overseas tour when the absence begins, contact the Air Force Deserter Information Point, AFPC/DPFCM (DSN 665-3727 or 1-800-433-0048 for guidance.
- Exception:** If the gaining commander gave the member permission to report after the report not later than date (RNLTD), the member continues to the gaining unit.

Chapter 5

SPECIAL REQUIREMENTS FOR AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS) AND USAF RESERVE (AFR) MEMBERS

5.1. General. This chapter applies to ANGUS or AFR members ordered to extended active duty (EAD) voluntarily or involuntarily per AFI 36-2115, *Assignments Within the Reserve Components*; AFI 36-2002, *Regular Air Force and Special Category Accessions*; AFI 36-2116, *Extended Active Duty for Reserve Component Officers*; AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*; AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*; AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*, AFI 10-402, *Mobilization Planning*, and are reported absent without authority.

5.1.1. When an EAD order calls an ARC member to active duty (AD), the AD unit the member is temporarily assigned to processes the absentee only after coordination with the unit of assignment.

5.2. Determining Unauthorized Absences. An ARC member voluntarily or involuntarily called or recalled to AD or ADT who fails to report is an absentee if strong evidence exists that the member received the orders (Title 10 orders).

5.2.1. DoDI 1215.13, *Reserve Component (RC) Member Participation Policy*, allows processing of AWOL or desertion without a signed receipt on file. To do so, however, substantial proof must exist that orders to report for AD or ADT were properly mailed to the most recent address the member furnished. Substantial proof consists of certified mail return receipt from the USPS verifying delivery of orders to current address.

5.2.2. Contact the office issuing the orders to determine if proof exists.

5.2.2.1. Pre-trained Individual Manpower (PIM) members (Individual Ready Reserve [IRR], Standby Reserve, and Retired RegAF/Reserve) ordered to AD will report to a specified location as directed by HQ ARPC. Failure to report on the designated date without an ARPC-approved delay or exemption will result in HQ Air Education and Training Command (AETC) reporting the member as AWOL after 24 hours have elapsed in accordance with the AETC WMP-1.

5.3. Reporting Unauthorized Absences. The unit to which the member is attached for AD coordinates with the home unit before processing the AWOL/Deserter action. If Special Activities Branch (AFPC/DPSOA) or Headquarters USAF Academy, Cadet Accessions (HQ USAFA/A1A) ordered the member to EAD, contact the appropriate office immediately to determine if substantial proofs of delivery of orders exist before taking any unauthorized absence action. The unit of assignment completes appropriate actions outlined in Chapter 2 of this instruction. Include the Military Personnel Division, Air National Guard, ANG/A1PR (for ANGUS members) and the Personnel Utilization Branch, Air Force Reserve Command, HQ AFRC/A1KK (for AFR members) on the distribution of all reports and the DD Form 553 when classifying a member ordered to ADT as a deserter. If questions arise, contact AFPC/DPFCM.

5.4. Return to Military Control Responsibilities. When an ARC member ordered to ADT returns to military control, actions in chapter 3 and 4 apply, except paragraph 4.4.

5.4.1. The detaining unit:

5.4.1.1. Contacts AFPC/DPFCM and the member's respective headquarters: Military Personnel Division, Air National Guard, ANG/A1PR (for ANGUS members); or Personnel Utilization Branch, Air Force Reserve Command, HQ AFRC/A1KK (for AFR members).

5.4.1.2. Gives the member a non-chargeable transportation request if no escort is used.

5.4.2. Disposition Instructions:

5.4.2.1. Absentees gone for less than 180 days are returned to their unit of assignment or to another unit with court-martial jurisdiction as determined by the unit of assignment commander.

5.4.2.2. Absentees gone for 180 days or more are no longer carried on unit rolls and are sent to the nearest Air Force installation with facilities for handling the case.

5.4.2.3. In some cases, the rules outlined above may not be appropriate. Under these circumstances, contact AFPC/DPFCM for further guidance.

5.4.3. The commander of the disposition unit takes the actions outlined in chapter 4. When completing the DD Form 616, include as information addressees: the Military Personnel Division, Air National Guard, ANG/A1PR (for ANGUS members); or the Personnel Utilization Branch, Air Force Reserve Command, HQ AFRC/A1KK (for AFR members).

Chapter 6

SPECIAL INSTRUCTIONS FOR THE UNITED STATES ARMY, UNITED STATES NAVY, OR UNITED STATES MARINE CORPS MEMBERS WHO ARE RETURNED TO OR SURRENDER TO AN AIR FORCE INSTALLATION

6.1. Instructions for a Service Member's Return or Surrender: Upon notification of the return or surrender of an Army, Navy, or Marine Corps AWOL member or deserter to an Air Force installation, detain the member by any means available (coordinate with SFS and JA regarding the use of force). The disposition of the member will be determined by their respective Service's Deserter Information Point (DIP). The respective DIPs will provide fund cities and take all of the necessary actions to return the member to appropriate control in the most expedient fashion. (T-0)

6.2. United States Army:

6.2.1. Immediately contact the Army DIP, Fort Knox, Kentucky (DSN 536-3711/3712/3713 or Commercial: 502-626-3711/3712/3713).

6.3. United States Navy:

6.3.1. Immediately contact the Navy DIP, Great Lakes, and Illinois (DSN: 882-2522 or Commercial: 901] 874-2522 or 1-877-663-6772).

6.4. United States Marine Corps:

6.4.1. Immediately contact the Marine Corps DIP, Arlington, Virginia (DSN 664-3667/0395 or Commercial: 703-604-3667/0395).

6.5. United States Air Force Deserter Information Point:

6.5.1. If you are unable to reach the other Service DIPs, contact AFPC/DPFCM (DSN 665-3727 or Commercial: (210) 565-3727, or 1-800-433-0048) for assistance.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10 USC **Chapter 47**, *Uniform Code of Military Justice* 3 January 2015

Executive Order 12473, *Manual for Courts-Martial* (1984 Rev), 13 April 1984

DoDI 1325.02, *Desertion and Unauthorized Absence*, 16 November 2012 (reissues DoDD 1325.2, 16 November 2012)

DoDI 1215.13, *Reserve Component (RC) Member Participation Policy*, 5 May 2015

AFI 10-402, *Mobilization Planning*, 1 May 2012

AFI 31-205, *Air Force Corrections Systems*, 7 April 2004

AFI 31-401, *Information Security Program Management*, 18 September 2013

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015 AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2002, *Regular Air Force and Special Category Accessions*, 8 January 2014

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AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*, 24 July 2013

AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*, 6 October 2011

AFI 36-2115, *Assignments Within the Reserve Components*, 2 May 2008

AFI 36-2116, *Extended Active Duty for Reserve Component Officers*, 1 November 1997

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AFI 36-2608, *Military Personnel Records Systems*, 30 August 2006

AFI 36-3002, *Casualty Services*, 22 February 2010

AFI 36-3003, *Military Leave Program*, 26 October 2009

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*, 17 June 2009

AFI 36-3202, *Separation Documents*, 22 November 2005

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AETC – AETC, *WMP-1, AETC Wartime Mobilization Planning*, 1 February 2012

AFMAN 31-127, *Security Forces Armed/Unarmed Transfer Team Procedures*, 7 August 2014

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 65-116 Vol 1 *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*, 1 April 2007

AFPD 36-29, *Military Standards*, 29 October 2009

DoDM 5210.01, *DoD Information Security Program*, 24 February 2012

DoD 5200.2-R, *Personnel Security Program*, 23 February 1996

DOD 7000.14-R, *DoD Military Pay and Allowances Entitlements Manual* Joint Federal Travel Regulation, Volume 1

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 553, *Deserter/Absentee Wanted By the Armed Forces*

DD Form 616, *Report of Return of Absentee*

Abbreviations and Acronyms

AD— Active Duty

ADP— Automated Data Processing

ADT— Active Duty For Training

AETC— Air Education and Training Command

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFR— Air Force Reserve

ANGUS— Air National Guard of the United States

ARC— Air Reserve Component

ARMS— Automated Records Management System

AWOL— Absent Without Leave

CF— Confinement facility

CMA— Centrally Managed Allotment

CMS— Case Management System

CONUS— Continental United States

DEERS— Defense Enrollment Eligibility Reporting System

DFR— Dropped From Rolls

DIP— Deserter Information Point

DoD— Department of Defense

DUSTWUN - Duty Status—Whereabouts Unknown

EAD— Extended Active Duty

FBI— Federal Bureau of Investigation

FPRG— Field Personnel Record Group (Consists of UPRG, Medical and Dental Records, Legal Reports of Investigation, and any other documents pertinent to the desertion)

JA— Judge Advocate

FSO— Financial Services Office

HR— Human Resources

ID— Identification

IRR— Individual Ready Reserve

MAAG— Military Assistance Advisory Group

MAJCOM— Major Command

MCM - Manual for Courts—Martial

MilPDS— Military Personnel Data System

MMPA— Master Military Pay Account

MOA— Memorandum of Agreement

MPR— Master Personnel Record

MPS— Military Personnel Section

NCIC— National Crime Information Center

OSI— Office of Special Investigations

PAD— Program Action Directive

PCA— Permanent Change of Assignment

PCS— Permanent Change of Station

PIM— Pre-trained Individual Manpower

PPA— Personnel Processing Application

RDS— Records Disposition Schedule

RNLTD— Report Not Later Than Date

ROTC— Reserve Officers Training Corps

SJA— Staff Judge Advocate

SFS— Security Forces Squadron

SSN— Social Security Number

TDY— Temporary Duty

UIF— Unfavorable Information File

UCMJ— Uniform Code of Military Justice

UPRG— Unit Personnel Record Group

USC— United States Code

ZIP— Zone improvement plan

Terms

Absentee—Any member of the Armed Forces not administratively classified as a deserter who is absent without authority from the assigned unit, organization, or other place of duty where the member is required to be. This does not include confinement.

Absent Without Authority—The status of a member absent from the assigned unit, organization, or other place of duty where the member is required to be.

Absent Without Leave (AWOL)—See Absent Without Authority.

Action Unit—For administration of unauthorized absence, the unit of assignment. After the absentee returns to the military, the organization that makes disposition of the unauthorized absence. The action unit for the absence is not necessarily the action unit for disposition of the unauthorized absence.

Active Duty for Training (ADT)—A tour of active duty used to train members of the Air Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and other times as national security requires. The member is under orders which provide for return to non-active duty status when the active duty for training is completed. It includes annual training, special tour of active duty for training, school tours, and the initial duty for training performed by no prior service enlistees.

Air Reserve Component (ARC) Members—Members of the Air National Guard of the United States (ANGUS) or the United States Air Force Reserve (AFR).

Commander—An officer in a position of command. Unless otherwise qualified, refers to the commissioned officer immediately above the member. Includes squadron commanders appointed on orders.

Court-Martial Jurisdiction—The authority of certain commanders to hold courts-martial to try members assigned to their commands; the sphere of such authority.

Deserter—A service member who intends to permanently abandon his or her military duty.

Deserter Information Point (DIP)—A central focal point each military Service establishes to control, account for and pass on information about deserters and unauthorized absentees.

Desertion Under Aggravated Circumstances—Desertion cases in which the individual is an officer, is wanted for offenses punishable under the UCMJ, or had access to classified defense information that, if disclosed, would jeopardize United States security.

Detaining Unit—The unit that accepts an absentee's return to the military. To return, absentees may surrender to or be apprehended by military authorities, the FBI, or other civilian authorities.

Disposition of the Unauthorized Absence—Administrative actions taken when an unauthorized absence ends. Includes selection of the action unit, decisions about the member's status during the absence, and administrative or punitive action against the member, when appropriate.

Dropped From the Rolls (DFR) of the Organization—An administrative procedure that removes a member from the unit of assignment and reduces the unit's strength. It does not end the member's military status.

Duty Status-Whereabouts Unknown (DUSTWUN)—A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.

Failure To Go—An unauthorized absence of 24 consecutive hours or less.

Gaining Unit—The organization to which a member in PCS status is scheduled to report.

Losing Unit—The organization a member in PCS status has left.

Major Command (MAJCOM)—A subdivision of the Air Force that is assigned a major part of the Air Force mission. Major commands report directly to HQ USAF. Includes MAJCOM of assignment for the absentee and the MAJCOM of the servicing MPS, unless otherwise specified.

Military Personnel Section (MPS)—The Military Personnel Section servicing the action unit, unless otherwise specified.

National Crime Information Center (NCIC)—A computerized information system established by the FBI to serve law enforcement agencies. Using computers, data transmission over communication lines and terminal devices, it makes timely and complete information about deserters available to law enforcement agencies.

Punitive Action—Punishment under the UCMJ.

Return to the Military—End of an unauthorized absence.

Servicing Security Forces—The military police unit servicing the action unit, unless otherwise specified.

Servicing Judge Advocate—The military lawyer servicing the action unit, unless otherwise specified.

Supervisor—A person, military or civilian, who oversees another's work. Unless otherwise specified, a member reports to the immediate supervisor for duty each workday.

Tier Definitions—Tier 0 (T-0)-Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.

Tier 1 (T-1)-Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

Tier 2 (T-2)-Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or

unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

Tier 3 (T-3)-Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or equiv).

Unit of Assignment--The organization to which a member belongs and contributes strength, or the organization to which a member once belonged to and has now been dropped from rolls (DFR).

Unit of Attachment--The organization, other than unit of assignment, to which a member belongs for duty or administrative purposes. A Reserve member belongs to the AD unit charged with the member's utilization.

Unit Commander--An officer in command of the action unit.

Unauthorized Absence--See Absent Without Authority.

United States--The 50 states and all territories and possessions of the United States, including all waters and airspace subject to the territorial jurisprudence of the United States.

United States Civil Authorities--Those elected and appointed public officials and employees who constitute the governments of the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof.

Attachment 2

OFFENSES WARRANTING A DETERMINATION OF DESERTION UNDER AGGRAVATED CIRCUMSTANCES

A2.1. The offenses below, as well as those identified in paragraph 2.10, warrant the assistance of civilian law enforcement resources, under paragraph 2.6.1 and Chapter 3 above, in the return of a deserter. Not every offense under each article is sufficiently serious to warrant such assistance. In certain circumstances, especially those involving offenses for which the maximum punishment is equal to or greater than 10 years' confinement, or where other serious government interests are at stake, other offenses may warrant a determination of desertion under aggravated circumstances. Consult with the servicing judge advocate for further guidance.

Table A2.1. Warranted Offenses

Article	Description of Offenses
82	Solicitation
90	Assaulting or willfully disobeying superior commissioned officer
91	Insubordinate conduct toward warrant officer, noncommissioned officer, or petty officer
92	Failure to obey order or regulation
99	Misbehavior before the enemy
100	Subordinate compelling surrender
103	Captured or abandoned property
104	Aiding the enemy
106	Spies
116	Riot or breach of peace
118	Murder
119	Manslaughter
120	Rape and sexual assault generally
120a	Stalking
120b	Rape and sexual assault of a child
120c	Sexual Misconduct
122	Robbery
124	Maiming
125	Sodomy
126	Arson
127	Extortion
128	Assault

Attachment 3
CONTACT LISTING

Table A3.1. Contact Listing

Organization	Office of Organization	Mailing Address
HQ USAF	Headquarters US Air Force International Operations and Law Division Office of the Staff Judge Advocate	HQ USAF/JAO 1420 Air Force Pentagon Washington DC 20330-1420
	Director, AF Security Forces	HQ USAF/A7S 1030 Air Force Pentagon Washington DC 20330-1030
AFPC	Air Force Personnel Center Missing Persons Branch Directorate of Airman and Family Care	AFPC/DPFCM 550 C Street West JBSA-Randolph TX 78150-4716 DSN 665-3727 1-800-433-0048
	Master Personnel Records Branch Directorate of Personnel Services	AFPC/DPSIR 550 C Street West, Suite 21 JBSA-Randolph TX 78150
AFOSI ICON	Air Force Office of Special Investigations, Investigations, Collections and Operations Nexus, Global Watch Center	AFOSI ICON/ICW 27130 Telegraph Road Investigations Division MCB Quantico, VA 22134
HQ AFRC	HQ Air Force Reserve Command Personnel Utilization Branch	HQ AFRC/A1KK 155 Richard Ray Blvd Robins AFB GA 31098
HQ ARPC	HQ Air Reserve Personnel Center Personnel Programs Division	HQ ARPC/DPA 18420 E Silver Creek Ave Bldg 390, MS68 Buckley AFB CO 80011
ANG	Air National Guard	ANG/A1PR Military Personnel Division 3500 Fetchet Avenue Andrews AFB MD 20762